



CHESTERFIELD

COUNTY

DEPARTMENT OF BUILDING INSPECTION

INSPECTIONS DIVISION

COMMERCIAL PROJECTS MANUAL

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I.

COMMERCIAL PROJECTS CONTACT LIST

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COMMERCIAL PROJECTS CONTACT LIST

**Chesterfield County, Virginia
Department of Building Inspection
Department of Fire and Life Safety**

FUNCTION	CONTACT	PHONE #	DEPT.
Fire Protection Inspection/Non-structural Plan Review Supervisor	Frank Kinnier	768-7961	FLS
Fire Protection Inspection / Non-structural Plan Review	Kevin Fore	768-7960	FLS
Fire Protection Inspection / Non-structural Plan Review	Tom Atkins	768-7966	FLS
Fire Protection Inspection / Non-structural Plan Review	Travis Parker	768-7749	FLS
Fire Protection Inspection / Non-structural Plan Review	Bob Jenkins	768-7965	FLS
Fire Protection Inspection / Non-structural Plan Review	Todd Stoudt	768-7975	FLS
Fire Protection Inspection Coordinator	Kim Lester	748-1489	FLS
Chief of Commercial Plan Review	Ron Clements	751-4163	BI
Commercial Building Plan Review	Rodger Slate	717-6423	BI
Commercial Building Plan Review	David Henin	751-4164	BI
Electrical Plan Review	Steve Borman	751-4167	BI
Mechanical & Plumbing Plan Review	Antwone Ross	751-4165	BI
Handicap Accessibility Plan Review	Antwone Ross	751-4165	BI
Chief of Inspections	Roger Robertson	751-4749	BI
Commercial Inspections Supervisor	Craig Condrey	748-1242	BI
		387-0305	
Commercial Building Inspector	Larry Brock	814-6985	BI
Commercial Building Inspector	Charles Gregory	814-6989	BI
Commercial Building / Electrical Inspector	Bob Ramsey	814-7002	BI
Commercial Building / Electrical Inspector	Tommy Mackey	814-6987	BI
Commercial Plumbing / Mechanical / Gas Inspector	Dustin McLehaney	317-6420	BI
Commercial Plumbing / Mechanical / Gas Inspector	Curt Campbell	814-7003	BI
Commercial Electrical Inspector	Doug Bredemeier	814-7004	BI
Commercial Plan Review Secretary	Carol Blair	717-6415	BI

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II.

INSTRUCTIONS FOR REQUESTING INSPECTIONS

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**CHESTERFIELD COUNTY, VIRGINIA
INSTRUCTIONS FOR REQUESTING INSPECTIONS FOR COMMERCIAL
PROJECTS**

Building, Plumbing, Mechanical, Gas and Electrical inspections are performed by the Building Inspections Department and may be scheduled by calling the automated inspection scheduling line at **751-4444** by 8pm the day before the inspection is needed. Instructions for using the automated inspection scheduling system follow:

Voice permit service -- available 24-hours a day to:

- Schedule inspections
- Cancel inspections

Before calling, you will need:

- Touch-tone phone
- Permit number (new system permit number)
- Customer ID number (Contractor ID)
- Inspection codes

Special Notes:

- Each inspection is scheduled for the next working day, with an option to schedule 5 days in advance. The current cut-off time for "next-day" inspections is 8:00 pm.
- Remember to call by 8:00 pm Friday night for a Monday inspection. Otherwise, your inspection will be performed on Tuesday
- An easy way to check your permit status is by trying to schedule an inspection. Voice Permits will let you know that your permit has not been issued by the prompt "Invalid Status", followed by the permit status.

Main Menu:

- Press 1 to schedule an inspection
- Press 2 to cancel an inspection
- Press 3 to hear the results of an inspection
- Press 5 to hear the web site address for permit status results
- Press 0 to transfer to BI staff
- Press 9 to repeat the Main Menu

Inspection Code Tables:

Structural	Codes
Footing	100
Foundation	101
Floor Slab	102
Drainage/Waterproofing	103
Fireplace Throat	104
Framing	106
Insulation	107
Final Building	109
Fire Wall	110
Draft Stop/Smoke Barrier	111
Monolithic Pour	118
Fireproofing	125
Elevator	126
Fire Door Drop Test	128
Elevator Shaft Wall	130
Emergency Lighting	134
Projection	137
Veneer	138
Pool Barrier Inspection	141
Poured Wall	142
Fire Resistive Element	143
Fire Rated Assembly	146
Ceiling Grid Structural	147
Plumbing	Codes
Groundwork	200
Rough In Plumbing	201
Final Plumbing	202
Sewer Line	204
Water Line	205
Mobile Home Plumbing	209
Backflow Preventor	210
Oil Interceptor	211
Grease Trap	212
Storm Drains	213
Medical Gas (Plumbing)	222
Boiler	Code
Final Boiler	221
Mechanical	Codes
Above Ground Tank Install	300
Underground Tank Install	302
Kitchen Hood Exhaust Duct	303
Pressure Test Fuel Tank	304
Dishwasher Hood Exhaust	306

Spray Paint Booth and Duct	307
Walk in Cooler	308
Walk In Freezer	309
Smoke Removal Duct	313
Rough In Mechanical	314
Final Mechanical	315
Smoke Removal Test	317
Underground Tank Removal	321
Shaft Fire Damper	322
Wood Stove	324
Shaft Duct Only	325
Fire Damper Installation	326
Fire Damper Drop	327
Above Ground Tank Removal	328
Hydronic Piping	329
Electrical	Codes
Residential Rough-In Electrical	400
Release Service New Residence	401
Final Electrical	403
Release Service Change	405
Slab Inspection	406
Pool Bonding	409
Commercial Rough-In Electrical	410
Trench	418
Commercial Ceiling Rough-In Electrical	421
Commercial Ceiling Completion Electrical	422
Commercial Wall Rough-in Electrical	423
Commercial Wall Completion	424
Appliance or Equipment	425
Pool Potting Inspection	426
Pool Rough-in Electrical Inspection	427
Pool Underground Electrical	428
Release Service Unmanned Equipment	430
Grid or Suspended Ceiling	431
Transformer or Generator	432
Commercial Equipment	433
Commercial Exposed Installation	434
Commercial Feeder	435
Commercial Grounding	436
Commercial HVAC Equipment	437
Commercial Service Equipment	438
Hazardous Location Seal Packing	439
Hazardous Location Seal Pour	440
Release Service Commercial	441
Release Service Temporary Installation	446
Gas	Codes

Rough In Gas	500
Final Gas	501
Propane Tank	507
Product Line	508
Groundwork	509
Other	Codes
Amusement Device Final	908
Sign Footing Inspection	911
Sign Final Inspection	910

Inspections of Fire Protection and Suppression systems are performed by the Department of Fire and Life Safety and may be scheduled by calling Kim Lester at **748-1489** between 8:30am and 5pm at least 48 hours prior to the time the inspection is needed.

The final inspections for **Planning, Environmental Engineering, Utilities** and **Health** Departments as required must be performed and approved prior to receiving an approved final building inspection. Inquiries concerning their inspections shall be made as follows:

*Planning	717-6191 (Inspections completed within 5 days.)
*Environmental Engineering	748-1035 (Inspections completed within 24 hours.)
*Utilities	748-1271 (Inspections completed within 48 hours.)
*Health	748-1691 (Inspections completed within 48 hours.)

III.

LIST OF COMMERCIAL PROJECT INSPECTIONS

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The following is a general list of inspections that may be required on your project. Please note that some of the inspections listed below may not be required for your project. For inspection types not listed below, please contact your inspector.

COMMERCIAL PROJECT INSPECTIONS

Inspection Type	When Performed	Performed By	Phone Number To Request
FOOTING ^{1,8}	AFTER INSTALLATION OF REINFORCEMENT AND BEFORE PLACEMENT OF CONCRETE	COMMERCIAL BUILDING INSPECTOR OR ENGINEER	751-4444
FOUNDATION ¹	PRIOR TO PLACEMENT OF FOUNDATION SILL PLATES. (FRAME BUILDINGS ON CRAWL SPACE OR OVER BASEMENT)	COMMERCIAL BUILDING INSPECTOR	751-4444
DRAIN TILE AND WATERPROOFING (FOR STRUCTURES WITH BELOW GRADE USABLE SPACE) ¹	PRIOR TO BACKFILLING	COMMERCIAL BUILDING INSPECTOR	751-4444
SLAB ¹	AFTER APPROVAL OF ALL SUB-TRADE GROUND WORK AND AFTER INSTALLATION OF REINFORCEMENT, VAPOR BARRIER AND PERIMETER INSULATION (IF REQUIRED) AND PRIOR TO PLACEMENT OF CONCRETE	COMMERCIAL BUILDING INSPECTOR	751-4444
VENEER ¹	AFTER INSTALLATION OF EXTERIOR WINDOWS AND DOORS AND PRIOR TO PLACING EXTERIOR WALL COVERING	COMMERCIAL BUILDING INSPECTOR	751-4444
DRAFTSTOPPING	AFTER INSTALLATION OF REQUIRED DRAFTSTOPPING MATERIAL (CAN BE COMBINED WITH FRAMING INSPECTION)	COMMERCIAL BUILDING INSPECTOR	751-4444

Inspection Type	When Performed	Performed By	Phone Number To Request
FIREBLOCKING	AFTER INSTALLATION OF REQUIRED FIREBLOCKING MATERIAL AND PRIOR TO CONCEALMENT (CAN BE PERFORMED DURING FRAMING INSPECTION)	COMMERCIAL BUILDING INSPECTOR	751-4444
FIRE WALL	PRIOR TO CONCEALMENT	COMMERCIAL BUILDING INSPECTOR	751-4444
FIRE RESISTIVE ELEMENT (INCLUDING THROUGH-PENETRATION PROTECTION)	PRIOR TO CONCEALMENT (CAN BE PERFORMED DURING FRAMING INSPECTION)	COMMERCIAL BUILDING INSPECTOR	751-4444
PRE-FAB FIREPLACE (THIS INSPECTION IS TYPICALLY FOR APARTMENT UNITS)	AFTER INSTALLATION OF REQUIRED CHIMNEY / VENT SHAFT AND PRIOR TO CONCEALMENT	COMMERCIAL BUILDING INSPECTOR	751-4444
FIREPLACE THROAT (FOR STRUCTURES WITH MASONRY FIREPLACES)	AFTER SMOKE CHAMBER HAS BEEN CONSTRUCTED AND PRIOR TO COMPLETION OF CHIMNEY ABOVE SMOKE CHAMBER	COMMERCIAL BUILDING INSPECTOR	751-4444
FRAMING ^{1,9}	AFTER APPROVAL OF ALL SUB-TRADE ROUGH-INS AND PRIOR TO CONCEALING WALLS (HANGING DRYWALL)	COMMERCIAL BUILDING INSPECTOR	751-4444
ABOVE CEILING OR CEILING GRID	AFTER INSTALLATION OF CEILING GRID AND PRIOR TO INSTALLING DROPPED CEILING PANELS	COMMERCIAL BUILDING INSPECTOR	751-4444
SPRAY-ON FIREPROOFING ^{1,10}	AFTER INSTALLATION OF CEILING GRID AND ALL ABOVE CEILING EQUIPMENT AND PRIOR TO INSTALLATION OF DROPPED CEILING PANELS (OR AS OTHERWISE REQUIRED BY INSPECTOR)	COMMERCIAL BUILDING INSPECTOR	751-4444

Inspection Type	When Performed	Performed By	Phone Number To Request
INSULATION	AFTER FRAMING INSPECTION AND PRIOR TO CONCEALMENT	COMMERCIAL BUILDING INSPECTOR	751-4444
FIRE DOOR DROP	AFTER INSTALLATION OF FIRE DOOR AND ASSOCIATED EQUIPMENT	COMMERCIAL BUILDING INSPECTOR	751-4444
ELEVATOR SHAFT WALL	PRIOR TO INSTALLING CARS	COMMERCIAL BUILDING INSPECTOR	751-4444
FINAL	AFTER ALL SUB-TRADE AND DEPARTMENTAL APPROVALS	COMMERCIAL BUILDING INSPECTOR	751-4444
PLUMBING GROUNDWORK	AFTER INSTALLATION OF BELOW-SLAB PLUMBING PIPING AND PRIOR TO COVERING WITH SLAB BASE MATERIAL	COMMERCIAL PLUMBING/ MECHANICAL INSPECTOR	751-4444
PLUMBING ROUGH-IN (INSPECTION OF DRAIN, WASTE, VENT AND WATER DISTRIBUTION PIPING)	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
SEWER LINE & CONNECTION (INSPECTION OF BUILDING SEWER LINE FROM THE BUILDING TO THE SEWER LATERAL)	PRIOR TO BACKFILLING TRENCH	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
WATER LINE & CONNECTION (INSPECTION OF THE WATER SUPPLY LINE FROM THE BUILDING TO THE METER)	PRIOR TO BACKFILLING TRENCH	COMMERCIAL PLUMBING MECHANICAL INSPECTOR	751-4444

Inspection Type	When Performed	Performed By	Phone Number To Request
STORM DRAINS (INSPECTION OF ROOF DRAINAGE SYSTEM INCLUDING LEADERS AND CONNECTORS)	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
BACKFLOW DEVICE	AFTER INSTALLATION OF BACKFLOW PREVENTION DEVICES	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
BOILER	AFTER INSTALLATION OF BOILER	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
GREASE TRAP / OIL SEPARATOR	AFTER INSTALLATION OF TRAP AND PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
PLUMBING FINAL	AFTER COMPLETION OF ALL PLUMBING AND INSTALLATION OF ALL PLUMBING FIXTURES, EQUIPMENT AND APPLIANCES AND BEFORE THE FINAL BUILDING INSPECTION. HOT AND COLD WATER REQUIRED.	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
GAS ROUGH-IN (INSPECTION OF ALL GAS PIPING AND PRESSURE TEST)	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
GAS PIPE GROUNDWORK	PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444

Inspection Type	When Performed	Performed By	Phone Number To Request
GAS PRODUCT LINE (FOR INSTALLATIONS UTILIZING PROPANE)	AFTER INSTALLATION OF GAS LINE FROM TANK AND BEFORE CONCEALMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
PROPANE TANK	AFTER INSTALLATION OF TANK	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
FINAL GAS	AFTER INSTALLATION AND CONNECTION OF ALL GAS EQUIPMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
ELECTRICAL GROUNDWORK (INSPECTION OF CONDUIT AND CONDUCTORS)	AFTER INSTALLATION OF CONDUIT AND CONDUCTORS IN TRENCHES OR IN SLAB BASE MATERIAL AND PRIOR TO BACKFILLING TRENCH OR COVERING WITH SLAB BASE MATERIAL	COMMERCIAL ELECTRICAL INSPECTOR	751-4444
ELECTRICAL ROUGH-IN (WALL)	PRIOR TO CONCEALMENT	COMMERCIAL ELECTRICAL INSPECTOR	751-4444
ELECTRICAL ROUGH-IN (CEILING)	PRIOR TO INSTALLATION OF CEILING TILES	COMMERCIAL ELECTRICAL INSPECTOR	751-4444
TEMPORARY CURRENT	AFTER INSTALLATION OF THE REQUIRED GFCI PROTECTED CIRCUIT	COMMERCIAL ELECTRICAL INSPECTOR	751-4444
TEMPORARY POLE	AFTER INSTALLATION OF POLE AND PANEL	COMMERCIAL ELECTRICAL INSPECTOR	751-4444
SITE LIGHTING UNDERGROUND ⁷	AFTER INSTALLATION OF CONDUIT AND CONDUCTORS AND PRIOR TO BACKFILLING TRENCH	COMMERCIAL ELECTRICAL INSPECTOR	751-4444
ELECTRICAL FINAL	AFTER COMPLETE INSTALLATION OF ELECTRICAL SYSTEM AND PRIOR TO THE FINAL BUILDING INSPECTION	COMMERCIAL ELECTRICAL INSPECTOR	751-4444

Inspection Type	When Performed	Performed By	Phone
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			Number To Request
MECHANICAL ROUGH-IN	AFTER INSTALLATION OF AIR HANDLING DUCT AND PRIOR TO CONCEALMENT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
SMOKE DETECTOR LOCATION	BEFORE PLACEMENT OF DUCT / UNIT DETECTORS (INSPECTOR WILL IDENTIFY LOCATIONS FOR DETECTORS)	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
SMOKE DETECTOR TEST	AFTER INSTALLATION OF DETECTORS (*Note: If detectors are connected to an alarm system, they will be tested by an inspector from the Department of Fire and Life Safety, otherwise, the Commercial Mechanical Inspector will test the detectors.)	*COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
FIRE DAMPER INSTALLATION	AFTER INSTALLATION OF FIRE DAMPERS (CAN BE COMBINED WITH DAMPER DROP)	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
DAMPER DROP	AFTER INSTALLATION OF SMOKE / FIRE DAMPERS	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
KITCHEN HOOD & EXHAUST DUCT	AFTER INSTALLATION OF HOOD & EXHAUST DUCT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
DISHWASHER HOOD & EXHAUST DUCT	AFTER INSTALLATION OF HOOD & EXHAUST DUCT	COMMERCIAL / PLUMBING MECHANICAL INSPECTOR	751-4444
SPRAY PAINT BOOTH & DUCT	AFTER INSTALLATION OF SPRAY BOOTH AND EXHAUST DUCTS	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
WALK-IN COOLER / FREEZER	AFTER INSTALLATION OF UNIT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444

Inspection Type	When Performed	Performed By	Phone
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			Number To Request
SHAFT FIRE DAMPER	AFTER INSTALLATION OF REQUIRED DAMPERS IN SHAFTS	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
SHAFT DUCT ONLY	AFTER INSTALLATION OF DUCT IN SHAFT	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
ELEVATOR SHAFT EXHAUST	AFTER COMPLETION OF ELEVATOR SHAFT EXHAUST SYSTEM	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
MECHANICAL FINAL	AFTER COMPLETE INSTALLATION OF ALL MECHANICAL EQUIPMENT AND BEFORE THE FINAL BUILDING INSPECTION	COMMERCIAL PLUMBING / MECHANICAL INSPECTOR	751-4444
FIRE PROTECTION UNDERGROUND - HYDROSTATIC PRESSURE TEST ²	AFTER INSTALLATION OF UNDERGROUND PIPING AND PRIOR TO CONCEALMENT	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE PROTECTION UNDERGROUND FLUSH ²	AFTER APPROVAL OF HYDROSTATIC PRESSURE TEST AND PRIOR TO CONNECTION TO SPRINKLER OR STANDPIPE RISER AND / OR FIRE PUMP.	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE PROTECTION UNDERGROUND – THRUST BLOCKING / RESTRAINT DEVICES ²	AFTER INSTALLATION OF UNDERGROUND PIPING AND PRIOR TO CONCEALMENT	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE PROTECTION UNDERGROUND – VAULT COATING ²	AFTER INSTALLATION OF VAULT WATERPROOFING AND PRIOR TO CONCEALMENT	FIRE & LIFE SAFETY INSPECTOR	748-1489

Inspection Type	When Performed	Performed By	Phone Number To Request
FIRE PROTECTION UNDERGROUND – VAULT COMPLETION ²	AFTER COMPLETION OF VAULT	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE SPRINKLER SYSTEM - COURTESY HYDROSTATIC PRESSURE TEST ²	AFTER INSTALLATION OF SPRINKLER PIPING AND PRIOR TO CONCEALMENT OR INSTALLATION OF DROPPED CEILING	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE SPRINKLER SYSTEM - FINAL HYDROSTATIC PRESSURE TEST ²	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE SPRINKLER SYSTEM - DRAINS & ALARMS ²	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE SPRINKLER SYSTEM - FINAL WALK-THRU / HEAD PLACEMENT ²	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE PUMP (PUMP ROOM GENERAL, PUMP ACCEPTANCE TEST, PUMP POWER SUPPLY) ²	AFTER HYDROSTATIC PRESSURE TEST AND FLUSH OF FIRE PROTECTION UNDERGROUND AND COMPLETE INSTALLATION OF PUMP, DRIVER AND CONTROLLER	FIRE & LIFE SAFETY INSPECTOR	748-1489
FIRE ALARM (FACP TEST, INITIATING DEVICE TEST, AUXILIARY FUNCTIONS TEST, COMMUNICATIONS TEST - DAC) ²	UPON COMPLETION OF THE SYSTEM INSTALLATION	FIRE & LIFE SAFETY INSPECTOR	748-1489

Inspection Type	When Performed	Performed By	Phone Number To Request
COMMERCIAL COOKING APPLIANCE HOOD SUPPRESSION SYSTEM - (FULL DISCHARGE TEST, EQUIPMENT SHUTDOWN, FAN OPERATION, EQUIPMENT LAYOUT AND COVERAGE) ²	UPON COMPLETION OF THE SYSTEM INSTALLATION INCLUDING ALL APPLIANCES AND FUEL SOURCES AND AFTER MECHANICAL INSPECTION OF HOOD AND DUCT	FIRE & LIFE SAFETY INSPECTOR	748-1489
PLANNING DEPARTMENT FINAL ³	AFTER COMPLETION OF ALL IMPROVEMENTS	PLANNING INSPECTOR	717-6191
ENVIRONMENTAL ENGINEERING DEPARTMENT FINAL ⁴	AFTER COMPLETION OF ALL IMPROVEMENTS	ENVIRONMENTAL ENGINEERING INSPECTOR	748-1035
UTILITIES DEPARTMENT FINAL ⁵	AFTER COMPLETION OF ALL IMPROVEMENTS	UTILITIES INSPECTOR	748-1271
HEALTH DEPARTMENT FINAL ⁶	AFTER COMPLETION OF ALL IMPROVEMENTS	HEALTH INSPECTOR	748-1691

Note 1. See accompanying requirements for *Special Inspections*.

Note 2. 48 hours advance notice is required when scheduling inspections for Fire Protection Systems.

Note 3. 5 days advance notice is required when scheduling the Planning Department final inspection.

Note 4. 24 hours advance notice is required when scheduling the Environmental Engineering Department final inspection.

Note 5. 48 hours advance notice is required when scheduling the Utilities Department final inspection.

Note 6. 48 hours advance notice is required when scheduling the Health Department final inspection.

Note 7. Site lighting permits shall be separate from the electrical permit(s) for the structure.

Note 8. Footing inspections can be performed by the Commercial Building Inspector or the County will accept a sealed report from an approved registered design professional.

Note 9. Structural wood framing not subject to special inspections per the VUSBC section 1704 shall be inspected by the Commercial Building Inspector.

Note 10. For buildings requiring special inspections per the VUSBC section 1704, spray-on fireproofing shall be inspected by an approved registered design professional.

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IV.

DEFINITIONS ASSOCIATED WITH COMMERCIAL PROJECTS

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DEFINITIONS ASSOCIATED WITH COMMERCIAL PROJECTS

The following words and terms shall have the meanings as shown herein. Terms not defined shall have the meanings ascribed to them in the Virginia Uniform Statewide Building Code (VUSBC).

Architect of Record	(AR) The Registered Design Professional retained by the Owner to design or specify architectural construction in accordance with the VUSBC and whose signature and seal appear on the <i>County-approved architectural construction documents</i> .
Certificate of Occupancy	A certificate issued by the Department of Building Inspections pursuant to section 116 of the VUSBC. A <i>Certificate of Occupancy</i> issued for a specific tenant indicates that construction of this tenant's space has been completed in compliance with all County and VUSBC requirements, and can be occupied.
Certification	<ol style="list-style-type: none">1. A statement by a Registered Design Professional which shall indicate that the item(s) under consideration, in his/her opinion and to the best of his/her knowledge, complies with <i>County-approved documents</i>. A <i>certification</i> shall carry the original signature and seal of the Registered Design Professional making the statement;2. A statement by a Registered Design Professional which shall indicate that the item(s) under consideration, in his/her opinion and to the best of his/her knowledge, complies with the requirements of the VUSBC. A <i>certification</i> shall carry the original signature and seal of the Registered Design Professional making the statement.

Completion Letter	<p>1. A written <i>certification</i> by the Registered Design Professional in Responsible Charge (RDPRC) which shall indicate that the specific construction elements subject to special inspections as identified in the County-approved statement of special inspections for a specific material or phase of construction have been inspected prior to concealment and, in the RDPRC's professional opinion and to the best of the RDPRC's knowledge, comply with <i>County-approved documents</i> and project specifications and all necessary corrective action has been taken. A <i>completion letter</i> shall carry the original signature and seal of the RDPRC making the statement;</p> <p>2. A <i>certification</i> by the Geotechnical Engineer of Record (GER) which shall indicate that the construction elements subject to special inspections as identified by the County-approved statement of special inspections for a specific material or phase of construction have been inspected prior to concealment and, in the GER's professional opinion and to the best of the GER's knowledge, complies with <i>County-approved documents</i> and project specifications. A <i>completion letter</i> shall carry the original signature and seal of the GER making the statement.</p>
Construction Documents	Documents prepared for the purpose of obtaining a building permit, as defined by the VUSBC.
County-Approved Documents	<p>1. Building <i>Construction documents</i> as approved during the plan review process including all approved revisions;</p> <p>2. <i>Fabrication and erection documents</i> as approved during the plan review process including all approved revisions;</p> <p>3. Soils-related documents as approved during the plan review process including all approved revisions.</p>
Fabrication and Erection Documents	All of the written, graphic and pictorial documents prepared or assembled after issuance of a building permit and in addition to the <i>County-approved construction documents</i> , describing the design, location and physical characteristics of the building components or materials for fabrication, assembly or erection of the elements of the project.

Final Report of Special Inspections	A <i>certification</i> by the Registered Design Professional in Responsible Charge (RDPRC) which shall indicate that all construction elements subject to special inspections as identified in the County-approved statement of special inspections for all materials or phases of construction have been inspected prior to concealment and, in the RDPRC's professional opinion and to the best of the RDPRD's knowledge, a construction project complies with <i>County-approved documents</i> and project specifications and all necessary corrective actions have been taken. The <i>Final Report of Special Inspections</i> shall carry the original signature and seal of the RDPRC making the statement.
Geotechnical Engineer of Record	(GER) The Registered Design Professional retained by the Owner to design or specify earthwork and foundations in accordance with the VUSBC and County requirements and whose seal and signature appear on the County-approved geotechnical report.
Inspection	The continuous or periodic observation of work and the performance of tests for certain building or structure components to establish conformance with <i>County-approved documents</i> as required by the VUSBC.
Inspection and Testing Agency	An established and recognized agency or agencies, meeting the requirements of ASTM E-329 and accredited, retained by the Owner , independent of the contractors performing the work subject to special inspections, and approved by the Building Official to perform special inspections and materials testing required by the VUSBC section 1704.
Non-structural elements	Elements of a building that are not primary or secondary structural elements. Examples include exterior curtain walls and cladding, non-load bearing partitions, stair railing, etc.
Owner	Owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, or lessee in control of a building or structure.
Pre-engineered structural elements	Structural elements specified by the SER but which may be designed by a specialty RDP . Examples are items such as open web steel joists and joist girders; wood trusses; combination wood, metal and plywood joists; precast concrete elements; prefabricated wood or metal buildings; tilt-up concrete panel reinforcement and lifting hardware.

Primary structural system	The combination of elements which serve to support the weight of the building's structural shell, the applicable live loads based upon the use and occupancy, and wind, snow, thermal and seismic environmental loads. Items such as curtain wall members, non-load bearing walls, or exterior facades are not part of the primary structural system.
Registered Design Professional	(RDP) A professional architect or professional engineer licensed in the Commonwealth of Virginia (see Code of Virginia, § 54-1 and VUSBC 202).
Registered Design Professional in Responsible Charge	(RDPRC) The <i>Registered Design Professional(s)</i> who is/are directly responsible for special inspections, materials testing and related services as described in the <i>County-approved Statement of Special Inspections</i> .
Secondary structural elements	Building elements that are structurally significant for the function they serve but are not necessary for stability of the primary structure. Examples include: support beams above the primary roof structure which carry a chiller; elevator support rails and beams; retaining walls independent of the primary building; flag pole or light pole foundations; falsework required for the erection of the primary structural system; steel stairs or railings; etc., not fully specified on the County-approved construction documents.
Special Inspection	Inspection or testing of building components requiring special expertise to 'ensure' compliance with County-approved documents and VUSBC and IBC requirements. In this context, 'ensure' means 'substantiate'. See also IBC-1702.1: Special Inspection
Special Inspections Program, Chesterfield County	The administrative procedures of the Department of Building Inspections, Chesterfield County, Virginia for construction projects subject to special inspections during construction, in accordance with the VUSBC and IBC. The requirements of the Chesterfield County Special Inspections Program are contained in this document, Chesterfield County Department of Building Inspections – Inspections Division Commercial Projects Manual.
Special inspections project	A building or structure to be constructed or altered under the Chesterfield County Special Inspections Program.

Statement of Special Inspections	(SSI) The <i>Statement of Special Inspections</i> is a statement prepared by the Owner and the appropriate Registered Design Professional of record (AR, GER, SER) and submitted by the permit applicant. The SSI identifies the scope of the special inspections services applicable to a construction project and the Registered Design Professionals and <i>Inspection and Testing Agencies</i> who will provide those services. The SSI is required as a condition for permit issuance in accordance with the VUSBC.
Structural Engineer of Record	(SER) The Registered Design Professional retained by the Owner to design or specify structural documents in accordance with the VUSBC and whose signature and seal appear on the <i>County-approved structural construction documents</i> .
Third Party Inspections and Reports	Inspections that are required to be performed and reports that are required to be prepared by approved individuals or employees of an approved agency, other than employees of the Department of Building Inspections. For structures which do not require special inspections in accordance the section 1704 of the VUSBC, County policy requires <i>Third Party Inspections and Reports</i> for: <ol style="list-style-type: none"> 1. Steel Construction; 2. Prepared fill; 3. Pile foundations; 4. Retaining walls. 5. Any other item of construction deemed by the Building Official to require <i>Certification</i> by a <i>Registered Design Professional</i>.

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V.

**SPECIAL INSPECTIONS REQUIREMENTS
AND THIRD PARTY INSPECTIONS
REQUIREMENTS**

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REQUIREMENTS ASSOCIATED WITH THIRD PARTY AND SPECIAL INSPECTIONS AND REPORTS FOR COMMERCIAL PROJECTS

Third Party Inspections and Reports are inspections that are required to be performed and reports that are required to be prepared by approved individuals or employees of an approved agency, other than employees of the Department of Building Inspections. (See footnote 1.)

Special Inspections and Reports are **Third Party Inspections and Reports** that are required by section 1704 of the Virginia Uniform Statewide Building Code.

Title 54, Section 54.1-402 of the Code of Virginia sets forth those structures that require an architect's or engineer's seal on drawings for proposed construction. **Special Inspections** are required for those structures requiring a seal, unless excepted by section 1704.1 of the VUSBC.

All reports submitted to the Chesterfield County Department of Building Inspections must contain the Permit Number or they shall be rejected.

REQUIRED THIRD PARTY AND SPECIAL INSPECTIONS AND REPORTS **(See Footnote #2)**

Type of Special Inspection	Inspection Performed By:
<u>Fabricators</u> of structural load-bearing members and assemblies (VUSBC section 1704.2)	Performed by the agent designated on the Statement of Special Inspections
<u>Steel</u> construction (VUSBC section 1704.3 and Table 1704.3)	Performed by the agent designated on the Statement of Special Inspections (SEE FOOTNOTE 1)
<u>Cast in place concrete</u> construction, including formwork, shoring and re-shoring (VUSBC section 1704.4 – see exceptions, and Table 1704.4)	Performed by the agent designated on the Statement of Special Inspections
<u>Precast concrete</u> construction (VUSBC section 1704.4 - see exceptions, and Table 1704.4)	Performed by the agent designated on the Statement of Special Inspections
<u>Masonry</u> construction (VUSBC section 1704.5 and Tables 1704.5.1 and 1704.5.3)	Performed by the agent designated on the Statement of Special Inspections
<u>Wood</u> construction (VUSBC section 1704.6)	Performed by the agent designated on the Statement of Special Inspections
<u>Soils</u> (VUSBC section 1704.7 - see VUSBC section 1802.2 for required report)	Performed by the Geotechnical Engineer of Record (SEE FOOTNOTE 1)
<u>Pile foundations</u> (VUSBC section 1704.8)	Performed by the Geotechnical Engineer of Record (SEE FOOTNOTE 1)

<u>Pier foundations for structures that house essential facilities that are required for post earthquake recovery</u> (VUSBC section 1704.9)	Performed by the Geotechnical Engineer of Record
<u>Shallow footings</u> and foundations (VUSBC chapter 18)	Performed by the Structural Engineer of Record, the Geotechnical Engineer of Record or Chesterfield County Department of Building Inspections
<u>Retaining walls</u> (VUSBC section 1610.1)	Performed by the agent designated on the Statement of Special Inspections or the Geotechnical Engineer of Record (SEE FOOTNOTE 1)
<u>Sprayed fire-resistant materials</u> (VUSBC section 1704.11)	Performed by the agent designated on the Statement of Special Inspections
<u>'EIFS'</u> - Exterior insulation and finish system - (VUSBC section 1704.12)	Performed by the agent designated on the Statement of Special Inspections
<u>Special cases</u> (VUSBC section 1704.13)	Performed by the agent designated on the Statement of Special Inspections
<u>Smoke control systems</u> (VUSBC section 1704.14)	Performed by the agent designated on the Statement of Special Inspections

FOOTNOTE 1: For buildings and structures that do not require special inspections pursuant to section 1704 of the VUSBC, County policy requires *Third Party Inspections and Reports*, pursuant to the foregoing table, from approved *Registered Design Professionals* for:

1. Steel Construction;
2. Prepared fill;
3. Pile foundations;
4. Retaining walls.

FOOTNOTE 2: The term "agent designated on the Statement of Special Inspections" refers to one or more individuals as indicated on the *Report of Special Inspections*.

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SPECIAL INSPECTIONS AND TESTING SERVICES (WHEN REQUIRED BY SECTION 1704 OF THE VUSBC)

I. PROCEDURAL REQUIREMENTS

- A. **General:** The **Owner** shall be responsible for retaining an independent **Registered Design Professional in Responsible Charge (RDPRS)** and an **inspection and testing agency** to provide special inspections, material testing and related services, including *Inspection and Testing Agency* supervision, as described in the County-approved Statement of Special Inspections. Under no circumstances shall the **General Contractor (GC)** or any of the subcontractors be permitted to provide special inspections and testing services.

The **RDPRS** shall be an **RDP** retained by the **Owner**, independent of the contractors performing the work subject to special inspections, and approved by the Chesterfield County Department of Building Inspections to perform special inspections. The **RDPRS** is responsible for the work of the inspection and testing agency. The **inspection and testing agency** shall be an established and recognized agency or agencies, retained by the **Owner**, independent of the contractors performing the work subject to special inspections, and approved by the Chesterfield County Department of Building Inspections to perform special inspections and materials testing required by the VUSBC. To be approved by the Chesterfield County Department of Building Inspections, an **inspection and testing agency** shall meet the requirements of ASTM E-329 and shall be accredited.

The **GC** shall coordinate the scheduling of inspections. The *Inspection and Testing Agency* personnel required on-site shall be in numbers sufficient to perform all required tasks.

- B. **Review and Approval:** As part of the *Statement of Special Inspections (SSI)* submitted for County approval and permit issuance, the **Owner** shall furnish the County with the names of the **RDPRS** and the *Inspection and Testing Agency* retained to provide special inspections and testing services. The **SSI** shall be reviewed and approved by the Chesterfield County Department of Building Inspections.
- C. **Changes in Construction Team:** In the event that the **Architect of Record (AR)**, the **Structural Engineer of Record (SER)**, the **Geotechnical Engineer of Record (GER)**, the **General Contractor (GC)**, or the **Registered Design Professional in Responsible Charge (RDPRS)** or the organizations or individuals contracted for special inspections or testing services are changed during the course of the work, the **Owner** shall notify the Chesterfield County Department of Building Inspections immediately. The **Owner** shall provide a written explanation for such change; shall identify and obtain County approval for the replacement organization or replacement individual; and shall schedule a new meeting with the Chesterfield County Department of Building Inspections and the replacement organization or replacement individual. The **Owner** shall ensure that there is a timely transfer of information and responsibility to the replacement party.

II. ROLES AND RESPONSIBILITIES

- A. **Special Inspections:** The **RDPRS** shall provide and *certify* special inspections of building components and testing of construction materials where such inspections and testing are required by the Virginia Uniform Statewide Building Code (VUSBC), and/or the *Statement of Special Inspections*.
- B. **Approved Documents:** Prior to conducting special inspections and materials testing, the **RDPRS** shall be responsible for verification of the following:
1. **Building Permit:** A building permit for the particular construction has been issued and a copy of it is available at the job site.
 2. **Approved Construction Documents:** A set of original *County-approved construction documents* is available at the construction site.
 3. **Approved Fabrication and Erection Documents:** *County-approved fabrication and erection documents*, which also bear the **Structural Engineer of Record (SER)** review/approval stamp, are available at the job site. Other approved *fabrication and erection documents* which do not require County approval but which bear the **SER** review/approval stamp are available at the job site and a copy of such documents have been provided to the Chesterfield County Department of Building Inspections.
 4. **Document Revisions:** All revisions to *County-approved construction documents* or other *fabrication and erection documents* have been approved, signed and sealed by the **Architect of Record (AR)**, **Structural Engineer of Record (SER)**, and/or **Geotechnical Engineer of Record (GER)**, as appropriate. If such revisions do not bear the County stamp of approval, the **RDPRS** shall confirm with the Chesterfield County Department of Building Inspections that such revisions were authorized by County staff or that re-approval of revised documents by the Chesterfield County Department of Building Inspections is required. It shall be the **AR's**, **SER's**, and/or **GER's** responsibility, as appropriate, to submit written revisions to the Chesterfield County Department of Building Inspections within seven working days of oral approval.
- C. **Deviations:** The **RDPRS** and the **RDPRS's** representatives/field technicians shall not suggest, direct or authorize the fabricator, erector or contractor to deviate from the contract documents, *County-approved construction documents*, or *County-approved fabrication and erection documents*, without the express written approval of the **AR**, **SER**, **GER** or the Chesterfield County Department of Building Inspections, as appropriate.

D. **Special Inspection Reports:** The **RDPRS** shall report the results of testing and inspections, both approvals and rejections, to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections according to the following procedures:

1. **Seal and Signature:** Each report shall bear a signature and seal of the **RDPRS** and **shall include the correct building permit number** and project's address. **Reports without a permit number and project identification shall be rejected.**
2. **Submissions:** Both approval and rejection reports shall always be submitted to the Commercial Inspections Supervisor of The Department of Building Inspections, the **Owner** and the **GC**, and, as appropriate to the **AR**, **SER**, and **GER**. Deficiencies shall be reported to the **GC** for correction. With the exception of situations where a code violation is discovered, all inspection and test reports shall be submitted to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections within seven working days of the inspection or test performed.
3. **Compliance:** Unless deficiencies are discovered or code violations are revealed during the conduct of special inspection and testing services, special inspection and test reports shall indicate that the specified work has been inspected and found to be in compliance with *County-approved documents*.
4. **Deficiencies:** Deficiency reports shall contain the details describing the nature and specific location of the deficiency and include a description of the action recommended by the **AR**, **SER**, and/or **GER**, as appropriate, to correct it.
5. **Correction of Deficiencies:** At the completion of a project, all recorded problems or deficiencies shall be documented as having been corrected and approved by the **AR**, **SER**, and/or **GER** as appropriate.
6. **Completion Letters:** Upon completion of special inspections and testing for a particular construction, such as 'structural steel', the **RDPRS** shall, after review and approval by the appropriate **Registered Design Professionals**, submit a *Completion Letter* to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections.
7. **Final Report of Special Inspections:** Upon completion of all special inspections and testing for the scope of special inspections applicable to the construction project, the **RDPRS** shall, after review and approval by the appropriate **Registered Design Professionals**, submit a *Final Report of Special Inspections* to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections.

- E. Code Violations:** When the **RDPRS**, and/or **RDPRS** personnel observe a condition during the conduct of special inspection and/or testing services that constitutes a violation of the VUSBC, the **RDPRS** shall immediately notify the appropriate ***Registered Design Professionals*** of record and the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections for resolution, followed with a written report submitted to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections within seven working days.

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THIRD PARTY INSPECTIONS

(REQUIRED BY CHESTERFIELD COUNTY DEPARTMENT OF BUILDING INSPECTIONS WHEN SPECIAL INSPECTIONS ARE NOT REQUIRED BY SECTION 1704 OF THE VUSBC)

I. PROCEDURAL REQUIREMENTS

- A. **General:** The **Owner** shall be responsible for retaining independent *Registered Design Professionals* to provide inspections of **steel construction, prepared fill, pile foundations, retaining walls and other items** of construction as required by the Chesterfield County Department of Building Inspections as applicable. Under no circumstances shall the **General Contractor (GC)** or any of the subcontractors be permitted to provide these inspection services. The **GC** shall coordinate the scheduling of inspections. The *Third Party Inspection* personnel required on-site shall be in numbers sufficient to perform all required tasks.
- B. The **Owner** shall furnish the Commercial Inspections Supervisor of the Chesterfield County Department of Building Inspections with the names of the *Registered Design Professionals* retained to provide third party inspections.

II. ROLES AND RESPONSIBILITIES

- A. **Third Party Inspections:** The *Registered Design Professionals* shall provide and certify *third party inspections* of building components where such inspections are required by the Chesterfield County Department of Building Inspections.
- B. **Approved Documents:** Prior to conducting *third party inspections*, the *registered design professionals* shall be responsible for verification of the following:
 - 1. **Building Permit:** A building permit for the particular construction has been issued and a copy of it is available at the job site.
 - 2. **Approved Construction Documents:** A set of original *County-approved construction documents* is available at the construction site.
- C. **Deviations:** The *Registered Design Professionals* and the *Registered Design Professionals'* representatives/field technicians shall not suggest, direct or authorize the fabricator, erector or contractor to deviate from the contract documents, *County-approved construction documents*, or *County-approved fabrication and erection documents*, without the express written approval of the **AR, SER**, or the Chesterfield County Department of Building Inspections, as appropriate.

D. **Third Party Inspection Reports:** The *Registered Design Professionals* shall report the results of testing and inspections to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections according to the following procedure:

1. **Seal and Signature:** Each report shall bear a signature and seal of the *Registered Design Professional* and **shall include the correct building permit number** and project's address. **Reports without the permit number and project identification shall be rejected.**
2. **Submissions:** All required inspection and test reports shall be submitted to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections within seven working days of the inspection or test performed.
3. **Compliance:** Unless deficiencies are discovered or code violations are revealed during the conduct of inspection and testing services, these reports shall indicate that the specified work has been inspected and found to be in compliance with *County-approved documents*.
4. **Deficiencies:** Deficiency reports shall contain the details describing the nature and specific location of the deficiency and include a description of the action recommended by the **AR, SER, and/or GER**, as appropriate, to correct it.
5. **Correction of Deficiencies:** At the completion of a project, all recorded problems or deficiencies shall be documented as having been corrected and approved by the **AR, SER, and/or GER** as appropriate.
6. **Completion Letters:** Upon completion of *Third Party Inspections* and testing for a particular construction, such as 'structural steel', the appropriate *Registered Design Professional* shall submit a *Completion Letter* to the Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections.

E. Nothing herein shall be construed to prohibit the **AR, SER, or GER** from performing *Third Party Inspections*, as appropriate.

VI.

STATEMENT OF SPECIAL INSPECTIONS AND FINAL REPORT OF SPECIAL INSPECTIONS (BLANK COPIES)

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INSTRUCTIONS FOR COMPLETING THE STATEMENT OF SPECIAL INSPECTIONS (SSI)

- I. **Content:** The *Statement of Special Inspections (SSI)* shall identify the scope of the special inspections services applicable to the project and shall include the names of the **Registered Design Professionals** and *Inspection and Testing Agencies* who will provide those services. The **REGISTERED design Professional in Responsible Charge (RDPRS)** and the *Inspection and Testing Agencies* are subject to the approval of The Chesterfield County Department of Building Inspections.
- II. **Submittal, Review and Approval:** The **SSI** shall be incorporated into the *construction documents* and shall be submitted by the permit applicant to the Commercial Plan Review Engineer of The Chesterfield County Department of Building Inspections. The Commercial Plan Review Engineer shall review and approve the **SSI** prior to the preconstruction meeting. The permit shall not be issued until the **SSI** has been reviewed and approved by the Commercial Plan Review Engineer of The Chesterfield County Department of Building Inspections. The Commercial Inspections Supervisor of The Chesterfield County Department of Building Inspections will review the **SSI** during the preconstruction meeting.
- III. **How to fill out the SSI Form:**
 1. The cover page 1 of 16 needs to be completed for all projects that have special inspections. The Special Inspections Engineer of Record (S) **MUST** be identified on the form. **DO NOT SUBMIT THIS FORM if the Special Inspections Engineer of Record has not been determined.** The Registered Design Professional of Record must sign the form either as the preparer or the reviewer of the form.
 2. On Page 2 list the Name, address and phone number of each Special Inspection firm(s) so that each firm has an associated **Agent Number**.
 3. On pages 3-15 of the form note the **Agent Number** of the specific firm that will perform each specific special inspection by entering the **Agent Number** in the corresponding box in the **Agent** column on the form for the individual inspections.
 4. On pages 3-15 of the form provide for all possible special inspections; most will not apply to an individual project. Note any inspections within an inspection type section that are not applicable to the referenced project by checking the corresponding box in the **N/A** column on the form for the individual inspections or the **N/A** box beside the overall inspection type category if the entire section is not applicable.
 5. Keep the Final Report of Special Inspections, page 16. The Final Report shall be completed and submitted when the special inspection program for the project has been completed. Do not submit this form with the statement.

PAGE 1 OF 16 STATEMENT OF SPECIAL INSPECTIONS

CHESTERFIELD COUNTY, VIRGINIA PERMIT NUMBER: _____

Project: _____

Address: _____

VUSBC Edition: _____

Building Owner: _____
Name Company

Owner's Address: _____

Architect of Record: _____
Name & License Company

Structural Engineer of Record: _____
Name & License Company

Geotechnical Engineer of Record: _____
Name & License Company

Registered Design Professional in
Responsible Charge: _____
Name & License Company

General Contractor: _____
Name & License Company

This statement of *Special Inspections* is submitted as a condition for permit issuance in accordance with the Virginia Uniform Statewide Building Code. It includes a schedule of special inspections applicable to this project. The *Registered Design Professional in Responsible Charge* shall keep records of specified special inspections and testing and shall furnish copies of inspection and testing reports to Chesterfield County Department of Building Inspections and to the appropriate registered design professionals of record. Discrepancies from the approved plans and specifications and code violations observed during the conduct of special inspections services shall be brought to the immediate attention of the contractor for correction and to the attention of Chesterfield County Department of Building Inspections and to the appropriate registered design professionals of record. A *Final Report of Special Inspections* documenting completion of specified special inspections and correction of any discrepancies and observed code violations noted in the inspection and testing reports shall be submitted to and approved by Chesterfield County Department of Building Inspections prior to the issuance of a Certificate of Occupancy.

Prepared by: _____
Type or Print (Name of Registered Design Professional who prepared
this statement) Signature & Date

Reviewed by Registered Design Professional of Record:
(If not the preparer) Signature & Date

Building Official's Acceptance: _____
Signature & Date

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SCHEDULE OF CODE REQUIRED SPECIAL INSPECTIONS

Prepared (Date):

Applicable Building Code: 2003 Virginia Uniform Statewide Building Code, 2003 International Building Code

Project:

INSPECTION AGENTS	
(Name)	(Firm, Address, and Telephone No.)
1. Agent	
2. Agent	
3. Agent	
4. Agent	
5. Agent	
6. Geotechnical Engineer of Record	
7. Structural Engineer of Record	
8. Architect of Record	
9. Inspection and Testing Agency	

FOUNDATIONS (Check If Section Not Applicable <input type="checkbox"/>)							
MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Site Preparation	1704.7.1		X			Inspection to determine that the site has been prepared in accordance with the approved soils or geotechnical report.	
Prepared Fill – During Fill Preparation	1704.7.2	X				Inspection to determine that the materials being used and maximum lift thicknesses comply with the approved report as specified in Section 1803.4.	
Evaluation of in-place Density	1704.7.3	X				Tests to determine, at the approved frequency, that the in-place dry density of the compacted fill complies with the approved report.	
Footings and Foundations	1805.1-1805.9		X			Confirm soils suitable for the design allowable soil bearing pressure are present at bearing grade. Confirm the footing dimensions are as specified on the project plans.	
Pile Foundations	1704.8	X				Observe and record the installation of each pile foundation. Records shall include the cut-off and tip elevation, and results of load tests.	
Pier Foundations	1704.9 & 1616.3	X				Confirm bearing capacity encountered is suitable for the design allowable bearing pressure specified in the approved report. Confirm drilled piers are excavated to the dimensions shown on the project plans.	

STEEL CONSTRUCTION (Check If Section Not Applicable ☐)

MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Fabrication – Inspection of Fabricator’s Quality Control Procedures	1704.2.1 1704.2.2		X			Certificate from Independent Agency and current agreement for periodic (minimum 6 month intervals) in-plant quality assurance inspections.	
Bolts, Nuts, Washers	Table 1704.3		X			Inspection of materials (identification markings; Conformance to ASTM material specification specified by designer); Manufacturer's designation (Certificates of Compliance) are required.	
Structural Steel Materials	1708.4		X			Inspection of material identification markings; Manufacturer's Certified Test Reports per ASTM A 6 and/or ASTM A 568 indicating conformance to design requirements. Mill Certificates required.	
Weld Filler Materials	Table 1704.3		X			Conformance to AWS Specifications as specified by the designer. Manufacturer’s designation (certificate of compliance) is required.	
Erection – Installation of High Strength Bolts:	1704.3.3					Observation of tightening procedures and inspection per Section 9 of RCSC <i>Specification for Structural Joints Using A325 or A490 Bolts</i> .	
Bearing-type connections			X				
Slip-critical connections		X					
Erection - Steel Frame Details	1704.3.2		X			Inspection to confirm compliance with details shown on approved Construction Documents and Shop Drawings.	
Erection – Welding:	1704.3.1					Inspection shall be in compliance with Section 6 of AWS D 1.1. Weld inspectors shall be certified in accordance with AWS D 1.1 listed in Chapter 35.	
Structural Steel:							
Complete and partial penetration groove welds		X					
Multi-pass fillet welds		X					

STEEL CONSTRUCTION – CONTINUED (Check If Section Not Applicable <input type="checkbox"/>)							
MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Single-pass fillet welds > 5/16"	1704.3.1	X				Inspection shall be in compliance with Section 6 of AWS D 1.1. Weld inspectors shall be certified in accordance with AWS D 1.1 listed in Chapter 35.	
Single-pass fillet welds < 5/16"			X				
Floor and deck welds			X				
Reinforcing Steel:	1903.5.2					Inspections shall be in compliance with Section 6 of AWS D 1.4 and ACI 318.3.5.2.	
Verification of weldability other than ASTM A 706			X				
Reinforcing steel –resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special reinforced concrete shear walls and shear reinforcement		X					
Shear reinforcement		X					
Other reinforcing steel			X				
CONCRETE CONSTRUCTION (Check If Section Not Applicable <input type="checkbox"/>)							
Materials	1704.4.1		X			Manufacturer's Certificates of Compliance or Tests per Chapter 3 of ACI 318 and per ASTM A 706.	
Installation of Reinforcing Steel	1903.5, 1907.1, 1907.7, 1914.4		X			Inspection to confirm compliance with details shown on approved Construction Documents, Shop Drawings, ACI 318 and Code Sections 1903.5, 1907.1, 1907.7 and 1914.4.	
Welding of Reinforcing Steel	1903.5.2					Observation of reinforcing steel welding in accordance with Table 1704.3, Item 5B.	

CONCRETE CONSTRUCTION – CONTINUED (Check If Section Not Applicable ☐)

MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Anchor Bolt Installation	1912.5	X				Observation of anchor bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased.	
Formwork	1906		X			Inspection for compliance with ACI 318, Section 6.1, 6.2.	
Concrete Strength	1905		X			Evaluation of Concrete strength in accordance with ACI 318, Section 5.6 and in accordance with the requirements of IBC 1905.6.	
Concrete Mixes	1904, 1905.2-1905.4, 1914.2, 1914.3		X			Inspection for use of proper mix proportions and techniques, ACI 318, Chapter 4, Sections 5.2 - 5.4.	
Concrete Mixing	1905		X			Ready Mixed Concrete - Compliance with ASTM C 94 or ASTM C 685.	
Concrete Sampling	1905.6, 1914.10	X				Sampling of fresh concrete and performing slump, air content and determining the temperature of fresh concrete at the time of making specimens for strength tests in accordance with ASTM C 172, ASTM C 31 and ACI 318, Sections 5.6 and 5.8.	
Concrete Placement	1905.9, 1905.10, 1914.6-1914.8	X				Inspection for proper application techniques; ACI 318, Sections 5.9 and 5.10	
Curing Temperatures and Techniques	1905.11, 1905.13, 1914.9		X			Inspection for maintenance of curing temperatures and techniques; ACI 318, Sections 5.11, 5.12 and 5.13.	
Prestressed Concrete:	Table 1704.4					Field inspections of precast concrete members in accordance with ACI 318, Section 18.18.	
Application of Prestressing Forces		X					

CONCRETE CONSTRUCTION – CONTINUED (Check If Section Not Applicable <input type="checkbox"/>)							
MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Grouting of unbonded prestressing tendons in seismic-force-resisting system	Table 1704.4	X				Field inspections of precast concrete members in accordance with ACI 318, Chapter 18.16.4.	
Manufacture of Precast Concrete	1704.2.1		X			Certificate from Independent Agency and current agreement for periodic (minimum 6 month intervals) in-plant quality assurance inspections.	
Erection of Precast Concrete	Table 1704.4		X			Field inspections of precast concrete members in accordance with ACI 318, Chapter 16.	
Post Tensioning	1906.2		X			Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms for beams and structural slabs in accordance with ACI 318, Section, 6.2.	
CONCRETE CONSTRUCTION – RETAINING WALLS ONLY (Check If Section Not Applicable <input type="checkbox"/>)							
Materials	1704.4.1		X			Manufacturer's Certificates of Compliance or Tests per Chapter 3 of ACI 318 and per ASTM A 706.	
Installation of Reinforcing Steel	1903.5, 1907.1, 1907.7, 1914.4		X			Inspection to confirm compliance with details shown on approved Construction Documents, Shop Drawings, ACI 318 and Code Sections 1903.5, 1907.1, 1907.7 and 1914.4.	
Welding of Reinforcing Steel	1903.5.2					Observation of reinforcing steel welding in accordance with Table 1704.3, Item 5B.	
Anchor Bolt Installation	1912.5	X				Observation of anchor bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased.	
Formwork	1906		X			Inspection for compliance with ACI 318, Section 6.1, 6.2.	
Concrete Strength	1905		X			Evaluation of Concrete strength in accordance with ACI 318, Section 5.6 and in accordance with the requirements of IBC 1905.6.	

CONCRETE CONSTRUCTION – RETAINING WALLS ONLY – CONTINUED (Check If Section Not Applicable ☐)

MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Concrete Mixes	1904, 1905.2- 1905.4, 1914.2, 1914.3		X			Inspection for use of proper mix proportions and techniques, ACI 318, Chapter 4, Sections 5.2 - 5.4.	
Concrete Mixing	1905		X			Ready Mixed Concrete - Compliance with ASTM C 94 or ASTM C 685.	
Concrete Sampling	1905.6, 1914.10	X				Sampling of fresh concrete and performing slump, air content and determining the temperature of fresh concrete at the time of making specimens for strength tests in accordance with ASTM C 172, ASTM C 31 and ACI 318, Sections 5.6 and 5.8.	
Concrete Placement	1905.9, 1905.10, 1914.6-1914.8	X				Inspection for proper application techniques; ACI 318, Sections 5.9 and 5.10	
Curing Temperatures and Techniques	1905.11, 1905.13, 1914.9		X			Inspection for maintenance of curing temperatures and techniques; ACI 318, Sections 5.11, 5.12 and 5.13.	
Prestressed Concrete:	Table 1704.4					Field inspections of precast concrete members in accordance with ACI 318, Section 18.18.	
Application of Prestressing Forces		X					
Grouting of unbonded prestressing tendons in seismic-force-resisting system	Table 1704.4	X				Field inspections of precast concrete members in accordance with ACI 318, Chapter 18.16.4.	
Manufacture of Precast Concrete	1704.2.1		X			Certificate from Independent Agency and current agreement for periodic (minimum 6 month intervals) in-plant quality assurance inspections.	
Erection of Precast Concrete	Table 1704.4		X			Field inspections of precast concrete members in accordance with ACI 318, Chapter 16.	

CONCRETE CONSTRUCTION – RETAINING WALLS ONLY – CONTINUED (Check If Section Not Applicable ☐)

MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Post Tensioning	1906.2		X			Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms for beams and structural slabs in accordance with ACI 318, Section, 6.2.	

LEVEL 1 SPECIAL INSPECTION FOR MASONRY CONSTRUCTION (TABLE 1704.5.1) (Check If Section Not Applicable ☐)

INSPECTION TASK	IBC CODE REFERENCE	FREQUENCY OF TESTING		REFERENCE FOR CRITERIA			DATE COMPLETED
		CONTINUOUS	PERIODIC	AGENT	ACI 530/ASCE 5/TMS 402a	ACI 530.1/ASCE 6/TMS 602a	
1. From the beginning of masonry construction, the following shall be verified to ensure compliance:	Table 1704.5.1						
Proportions of site-prepared mortar.	Table 1704.5.1		X			Art. 2.6 A	
Construction of mortar joints			X			Art. 3.3B	
Location of reinforcement and connectors.			X			Art. 3.4	
2. The Inspection Program shall verify:	Table 1704.5.1						
Size and location of structural elements.	Table 1704.5.1		X			3.3G	
Type, size and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction.	Table 1704.5.1		X		Sec. 1.15.4, 2.1.2		

LEVEL 1 SPECIAL INSPECTION FOR MASONRY CONSTRUCTION (Continued) (Check If Section Not Applicable <input type="checkbox"/>)							
INSPECTION TASK	IBC CODE REFERENCE	FREQUENCY OF TESTING		REFERENCE FOR CRITERIA			DATE COMPLETED
		CONTINUOUS	PERIODIC	AGENT	ACI 530/ASCE 5/TMS 402a	ACI 530.1/ASCE 6/TMS 602a	
Specified size, grade and type of reinforcement.	Table 1704.5.1		X		Sec. 1.12	Art. 2.4, 3.4	
Welding of reinforcing bars.	Sec. 2108.9.2.11, Item 2	X			Sec 2.1.8.6, 2.1.8.6.2		
Protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F)	Sec. 2104.3, 2104.4		X			Art. 1.8	
3. Prior to grouting, the following shall be verified to ensure compliance:	Table 1704.5.1						
Cleanliness of grout space.	Table 1704.5.1		X			Art. 3.2D	
Placement of reinforcement and connectors.	Table 1704.5.1		X		Sec. 1.12	Art. 3.4	
Proportions of site-prepared grout.	Table 1704.5.1		X			Art. 2.6B	
Construction of mortar joints.	Table 1704.5.1		X			Art. 3.3B	
4. Grout placement shall be verified to ensure compliance with the code and construction document provisions.	Table 1704.5.1	X				Art 3.5	

LEVEL 1 SPECIAL INSPECTION FOR MASONRY CONSTRUCTION (Continued) (Check If Section Not Applicable ☐)

INSPECTION TASK	IBC CODE REFERENCE	FREQUENCY OF TESTING		REFERENCE FOR CRITERIA			DATE COMPLETED
		CONTINUOUS	PERIODIC	AGENT	ACI 530/ASCE 5/TMS 402a	ACI 530.1/ASCE 6/TMS 602a	
5. Preparation of any required grout specimens, mortar specimens and/or prisms shall be observed	Sec. 2105.3, 2105.4, 2105.5	X				Art. 1.4	
6. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified.	Table 1704.5.1		X			Art. 1.5	

LEVEL 2 SPECIAL INSPECTION FOR MASONRY CONSTRUCTION (TABLE 1704.5.3) (Check If Section Not Applicable ☐)

INSPECTION TASK	IBC CODE REFERENCE	FREQUENCY OF TESTING		REFERENCE FOR CRITERIA			DATE COMPLETED
		CONTINUOUS	PERIODIC	AGENT	ACI 530/ASCE 5/TMS 402a	ACI 530.1/ASCE 6/TMS 602a	
1. From the beginning of masonry construction, the following shall be verified to ensure compliance:	Table 1704.5.3						
Proportions of site-prepared mortar.	Table 1704.5.3		X			Art. 2.6 A	
Placement masonry units and construction of mortar joints			X			Art. 3.3B	
Location of reinforcement and connectors.			X		Sec. 1.12.3	Art. 3.4	
Grouting space prior to grouting.	Table 1704.5.3	X				Art. 3.2D	
Placement of grout.	Table 1704.5.3	X				Art. 3.5	
2. The Inspection Program shall verify:	Table 1704.5.3						

LEVEL 2 SPECIAL INSPECTION FOR MASONRY CONSTRUCTION (Continued) (Check If Section Not Applicable <input type="checkbox"/>)							
INSPECTION TASK	IBC CODE REFERENCE	FREQUENCY OF TESTING		REFERENCE FOR CRITERIA			DATE COMPLETED
		CONTINUOUS	PERIODIC	AGENT	ACI 530/ASCE 5/TMS 402a	ACI 530.1/ASCE 6/TMS 602a	
Size and location of structural elements.	Table 1704.5.3		X			3.3G	
Type, size and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction.	Table 1704.5.3		X		Sec. 1.15.4, 2.1.2		
Specified size, grade and type of reinforcement.	Table 1704.5.3		X		Sec. 1.12	Art. 2.4, 3.4	
Welding of reinforcing bars.	Sec. 2108.9.2.11, Item 2	X			Sec 2.1.8.6, 2.1.8.6.2		
Protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F)	Sec. 2104.3, 2104.4		X			Art. 1.8	
3. Preparation of any required grout specimens, mortar specimens and/or prisms shall be observed	Sec. 2105.3, 2105.4, 2105.5	X				Art. 1.4	
4. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified.	Table 1704.5.3		X			Art. 1.5	

SPRAYED FIRE RESISTANCE MATERIALS (Check If Section Not Applicable <input type="checkbox"/>)							
MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Structural Member Surface Condition	1704.11.1	X				Inspection of prepared surface of structural members to be sprayed.	
Application	1704.11.2	X				Inspection for minimum ambient temperature before and after application as specified in the approved manufacturer's written instructions.	
Thickness, Density, Bond Strength	1704.11.3 1704.11.4 1705.12.5	X				Tests and inspections to determine compliance with the approved submittal for the fire-resistance design, ASTM E 605 and E 736.	
WOOD CONSTRUCTION (Check If Section Not Applicable <input type="checkbox"/>)							
MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Fabrication – Inspection of Fabricator's Quality Control Procedures	1704.6, 1704.2.1 1704.2.2		X			Certificate from Independent Agency and current agreement for periodic (minimum 6 month intervals) in-plant quality assurance inspections.	
EXTERIOR INSULATION AND FINISH SYSTEM (Check If Section Not Applicable <input type="checkbox"/>)							
MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Field Application	1704.12	X				Field review to confirm installation is in accordance with the manufacturer's guidelines approved by the design professional of record and project specifications.	
Prefabricated EIFS Panels	1704.12	X				Field review to confirm installation is in accordance with the manufacturer's guidelines approved by the design professional of record and project specifications.	

SMOKE CONTROL (Check If Section Not Applicable ☐)

MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Smoke Control Testing During Construction	1704.14.1	X				Observations during erection and prior to concealment for the purposes of leakage testing and recording of device location.	
Smoke Control Testing Prior to Occupancy	1704.14.1	X				Prior to occupancy and after sufficient completion for the purposes of pressure difference testing, flow measurements, and detection and control verification.	

SPECIAL INSPECTIONS FOR SEISMIC RESISTANCE (Check If Section Not Applicable ☐)

MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Structural Steel	1707.2	X				Observation of structural welding in accordance with AISC Seismic.	
Structural Wood	1707.3	X				Inspection of field gluing operations of elements of the seismic force resisting system.	
			X			Inspection of nailing, bolting, anchoring and other fastening components within the seismic force resisting system, including drag struts, braces and hold-downs.	
Cold-formed Steel Framing	1707.4		X			Inspection of welding operations of elements of the seismic force resisting system.	
			X			Inspection of screw attachments, bolting, anchoring and other fastening components within the seismic force resisting system, including struts, braces and hold-downs.	
Storage Racks and Access Floors	1707.5		X			Inspection of anchorage of access floors and storage racks 8 ft or greater in height in structures assigned to Seismic Category D, E, or F.	

SPECIAL INSPECTIONS FOR SEISMIC RESISTANCE (Continued) (Check If Section Not Applicable <input type="checkbox"/>)							
MATERIAL/ TYPE INSPECTION	IBC CODE REFERENCE	FREQUENCY APPLICABLE TO THIS PROJECT				SCOPE OF SERVICE	DATE COMPLETED
		CONT.	PERIODIC	N/A	AGENT		
Architectural Components	1707.6		X			Inspection during erection and fastening of exterior cladding, interior and exterior non-load bearing walls, and veneer in structures assigned to Seismic Category D, E, or F.	
Mechanical and Electrical Components	1707.7		X			Inspection during anchorage of electrical equipment for emergency or standby power systems; installation of anchorage of other electrical equipment; installation of piping systems intended to carry flammable, combustible or highly toxic contents and their associated mechanical units; and installation of HVAC ductwork that will contain hazardous materials in structures assigned to Seismic Category D, E, or F.	
Component Inspection	1707.7.1		X			Inspection of installation of equipment using combustible energy sources, electrical motors, transformers, switchgear, unit substations, motor control center; reciprocating and rotation type machinery; piping distribution systems 3inches or larger; and tanks heat exchangers and pressure vessels.	
Component and Attachment Inspections	1707.7.2		X			Inspection of components and verify the label, anchorage or mounting conforms to the certificate of compliance.	
Component Manufacturer Certification	1707.7.3		X			Review equipment to verify that an approved quality control program is permanently identified on each piece of equipment by label.	
Seismic Isolation System	1707.8		X			Inspection during the fabrication and installation of isolator units and energy dissipation devices.	

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CHESTERFIELD COUNTY, VIRGINIA
FINAL REPORT OF SPECIAL INSPECTIONS

Permit Number: _____

Project: _____

Address: _____

Registered Design Professional in
Responsible Charge: _____

Inspection reports numbered _____ to _____, and test reports numbered _____ to

_____, all submitted prior to this Final Report, form a basis for, and are to be considered an integral part of this final report.

The special inspections specified for this project and itemized in the County-approved Statement of Special Inspections have been completed pursuant to the requirements of the Chesterfield County Department of Building Inspections. The building elements subject to special inspections have been found to be in compliance with County-approved documents and in conformance with project specifications. Violations of the Virginia Uniform Statewide Building Code observed in the conduct of special inspections services were brought to the attention of the appropriate registered design professional of record, the County and the owner for resolution and the resolution was approved by the County.

Submitted by Registered Design Professional in Responsible Charge:

Signature & Date

Type or Print Name
Reviewed by Registered Design Professional of Record:

Signature & Date

Type or Print Name
Accepted by Code Official or designee:

Signature & Date

Type or Print Name

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Registered Design
Professional in
Responsible Charge
Seal

**Submit this report upon
completion of the special
inspections, not with the
Statement of Special
Inspections.**

VII.

PRECONSTRUCTION MEETING REQUIREMENTS

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COUNTY OF CHESTERFIELD, DEPARTMENT OF BUILDING INSPECTIONS

PRECONSTRUCTION MEETINGS

- I. **Meeting required.** A preconstruction meeting between the Chesterfield County Department of Building Inspections and designated construction team members is required for every project as deemed necessary by the Chesterfield County Department of Building Inspections.
- II. **Purpose.** The purpose of the preconstruction meeting is to review the project, discuss the construction and inspection process and review the special inspections requirements of the construction project. The Chesterfield County Department of Building Inspections preconstruction meeting shall take place after structural review and approval of construction documents is completed by the Chesterfield County Department of Building Inspections and prior to the commencement of construction under the building permit. The following shall be discussed:
 - a. **Construction Project Requirements.** Construction project requirements of the Chesterfield County Department of Building Inspections as they relate to commercial projects, including construction methods and fire hazard prevention during the construction process.
 - b. **Statement of Special Inspections (SSI).** The scope of special inspections for the project, including required and elective special inspections.
 - c. **Third Party Inspections Other Than Required Special Inspections.** The scope and requirements for third party inspections not required as part of the Special Inspections for the project. Requirements for Third Party Inspections are covered in this document in the 'Third Party and Special Inspections Requirements' section.
 - d. **Responsibilities.** The roles and responsibilities of each party.
 - e. **Phased Construction.** Requirements for phasing or separation of permits and occupancy requirements.
 - f. **Project Specific Conditions. Requirements associated with unusual, unique or special conditions, including any modifications issued by the Department of Building Inspections..**
- III. **Participants.** The following members of the construction team may be required to participate in Chesterfield County Department of Building Inspections preconstruction meetings:
 - **Owner** (required for all projects)
 - **Architect of record** (required for precast concrete building elements; optional for other building / foundation elements and/or soils / foundation elements)
 - **Structural engineer of record** (required for building / foundation elements)
 - **Geotechnical engineer of record** (required for soils / foundation elements)
 - **General contractor** (required for all projects)
 - **Registered Design Professional in Responsible Charge** (required for all projects)
 - **Chesterfield County Department of Building Inspections Commercial Plan review and Inspections Staff, including review and inspections staff from the Fire Department, Division of Fire and Life Safety.** (required for all projects)
 - **Other parties** as deemed appropriate by the **Owner** or the Chesterfield County Department of Building Inspections. (inspection and testing agencies, subcontractors, etc.)
- IV. **Scheduling of meeting.** The Chesterfield County Department of Building Inspections shall identify the necessary participants and schedule the meeting. Required participants shall be represented during the preconstruction meeting. At the preconstruction meeting, the **Owner** shall take minutes and complete a contact sheet with names, addresses and telephone numbers of those in attendance.
- V. **Location of meeting.** The Chesterfield County Department of Building Inspections will determine the location of the preconstruction meeting and shall notify those required to participate.

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VIII.

Process for Submitting Revised Plans After Initial Issuance of Permit

Cmanual27;09/22/05

Revisions to issued permits - plan review process submittal requirements

CHESTERFIELD COUNTY DEPARTMENT OF BUILDING INSPECTION

Plans that have been revised after permit issuance and that require re-review and approval from the plan review division must be submitted per the following process:

A cover letter containing an explanation of what has been revised and denoting the sheet(s) on which the revisions are located must be included with revised plan submission. Do not submit just one cover letter. Each set of revised plans submitted must have the cover letter attached.

All revisions shall be clearly denoted on the revised plans with a cloud, revision symbol and revision date.

Only full size sheets will be accepted.

All documents submitted must be identified with the appropriate building permit number.

Submit five complete sets of the revised plan sheets, including the cover letter attached to each set (six sets for projects involving Health Department approval) to Rodger Slate in the Building Inspection main office.

There is no additional fee levied for the revised plan review process.

Upon resubmission of plans, a Plan Review Engineer will verify that the submittal contains all of the components and information listed above. If any information is missing, you will be contacted to provide the information and the review will not proceed until the information is submitted. If you have any questions regarding the submission process please call the Rodger Slate, Plan review engineer, (804) 717-6423.

While the revision is under review inspections may continue to be scheduled and performed on portions of the structure not affected by the revision. If you have any questions regarding continuation of the inspection process during revision review please call the commercial inspections supervisor, Craig Condrey at (804) 387-0305.

Upon approval of the revision a County approved set of the revised plans will be returned to the contractor. This approved, revised set must be attached to the original approved set for use in the field.

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IX.

OCCUPANCY REQUIREMENTS

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CHESTERFIELD COUNTY, VIRGINIA
DEPARTMENT OF BUILDING INSPECTIONS

OCCUPANCY REQUIREMENTS FOR NEW BUILDINGS AND ALTERATIONS TO EXISTING BUILDINGS

These requirements apply to all commercial structures and all R-1 and R-2 structures.

I. OCCUPANCY - GENERAL

A. A Certificate of Occupancy is required prior to use or occupancy of any commercial, R-1 or R-2 structure as follows:

- prior to occupancy of a new building or tenant space; or
- prior to a change of Occupancy Classification of a building or tenant space; or
- whenever a building or tenant space has an increase or decrease in gross floor area.

B. In other instances of renovations of an existing building, structure or tenant space where such a building, structure or tenant space has a valid Certificate of Occupancy, final inspection approvals serve as the Certificate of Occupancy.

C. The Planning Department will accept bonding for paving, landscaping and irrigation if not complete at the time a Certificate of Occupancy is required. The value of the bond is established by providing an actual contractor's proposal to complete the work to the Planning Department for approval. If approved, the applicant can file a bond or letter of credit, using the Planning Department's standard forms. (Available in Room 203 of the County Administration Building or on line at : <http://www.chesterfield.gov/CommunityDevelopment/Planning/info-home.asp>) , or file a cash bond. Acceptance of the bond usually is done in one day upon review by the County Attorney's Office.

Any site construction changes needed from the Planning Department's issued set of approved site construction drawings should be faxed to the Planning Department at 717-6295 for approval prior to making the changes. If you do not have a set of site construction drawings on site and stamped 'approved' by the Planning Department, contact the Planning Department at 748-1050.

D. Prior to occupancy of any building or tenant space within a building, all of the following building, fire and life safety features shall be completed:

- I. Exit stairs;
- ii. Grade exit lobbies;
- iii. Grade exit corridors or passageways;
- iv. Elevator shaft enclosures;
- v. Required exit lights and emergency lighting;
- vi. Elevator emergency recall system or elevators shall be locked out of service;
- vii. Required fireproofing of structural members in the entire building;
- viii. Fireblocking of wiring, piping and other penetrations, both vertical and horizontal, in floors, ceilings and walls;
- ix. Removal of combustible trash and construction debris.
- x. All required inspections of all trades and all departments
- xi. Other items as established during the inspection process.

E. Storage of non-combustible construction materials in non-occupied spaces shall be kept to a minimum and shall be at least two feet below ceilings, sprinkler heads, or the lowest member of the floor-ceiling or roof-ceiling assembly.

F. All sprinklers, standpipes, alarms, signaling systems and other required fire suppression or firefighting systems shall be activated throughout the entire structure prior to occupying any portion of a building.

II. CERTIFICATE OF OCCUPANCY - TENANT SPACE

- A. A Certificate of Occupancy for a tenant space may be obtained after all final inspections are performed and approved. Such inspections shall be obtained from Building, Fire, Planning, Environmental Engineering, Utilities and Health Departments as required.
- B. Stocking of a tenant space prior to the issuance of the Certificate of Occupancy shall not take place unless all sprinklers, standpipes, and other fire suppression or firefighting systems are operating and the Chesterfield County Commercial Inspections Supervisor has approved stocking.

III. REQUIREMENTS FOR PARTIALLY OCCUPIED BUILDINGS

- A. The existing fire protection, egress paths, and fireresistant construction protection required for occupied areas shall be maintained at all times while ongoing construction in unoccupied areas is in progress.
- B. Storage of construction materials in non-occupied spaces shall be kept to a minimum and shall be at least two feet below ceilings, sprinkler heads, or the lowest member of the floor-ceiling or roof-ceiling assembly.
- C. All sprinklers, standpipes, alarms, signaling systems and other required fire suppression or firefighting systems shall be activated throughout the entire structure. Under no conditions shall any fire suppression or firefighting system be shut off in any occupied area, unless the valve or other activation control mechanism is continuously manned during the period the system(s) is (are) shut off. If this provision is deemed unworkable, any work shall be done after normal business hours or is subject to approval by the Department of Fire and Life Safety. A fire watch shall be instituted during the time any fire suppression or firefighting system is out of service, with the number of persons required for fire watch such that the entire building shall be checked every hour except that residential buildings of Group R-1 and R-2 and educational buildings of Group E shall be checked every half hour. The **General Contractor (GC)** shall submit a written record of fire watch activities to the Department of Fire and Life Safety. The **GC** shall also notify the Chesterfield County Emergency Operations Center when any fire suppression or firefighting system is placed out of service.
- D. Fire suppression system requirements for non-occupied spaces:
 - i. Sprinkler heads shall be located within 12 inches of the underside of the roof deck above, in either the pendant or upright position.
 - ii. The use of commercial, rapid or quick response sprinkler heads, located at the future ceiling line without ceiling tiles in place, shall be subject to approval by the Department of Fire and Life Safety.
 - iii. In areas used for non-combustible storage or in unfinished tenant areas, the sprinkler heads may be located at the future level of the suspended ceiling.
- E. The Department of Building Inspections shall inspect and approve measures taken to safely segregate construction work from occupied areas.

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X

FOOTING AND FOUNDATION PERMIT REQUIREMENTS

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CHESTERFIELD COUNTY DEPARTMENT OF BUILDING INSEPCTIONS

FOOTING AND FOUNDATION PERMIT REQUIREMENTS

Upon receipt of a written request, the department will consider authorizing the issuance of a 'Footing and Foundation' permit to allow a commercial permit applicant to begin work on a specific project. These permits are limited in scope and are only issued on a case by case basis, as determined by the department.

As a prerequisite, the applicant must have previously submitted a commercial building permit application for the project, or may request the footing and foundation permit concurrently with the application for full permit. A separate commercial building permit application shall be completed and submitted with three sets of plans along with a fee. The permit application and plans will be routed to all approval departments in the same manner as the main building permit application. If the permit application reviewers determine that work could begin in a limited manner, the footing and foundation permit will be issued. This permit will allow the contractor to start construction and proceed until the project reaches the ground floor slab level. Wall and structural steel erection is not considered a part of the work authorized under the Footing and Foundation permit. Additionally, with the issuance of the Footing and Foundation permit, plumbing, electrical, gas, and mechanical work, etc. under and up to the slab can be installed. However, the installing subcontractor must obtain separate auxiliary permits for this work, specifically noting underground work only.

WARNING: Work performed under a 'Footing and Foundation' permit is done at risk, and the issuance of the Footing and Foundation permit is not to be construed as any form of approval to continue beyond the footing and foundation.

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